



The City of Malibu

Invites Applications for the Position of

RECREATION ASSISTANT I

Salary range: \$9.02 – 13.00 per hour (Part-time/No Benefits)

Completed City of Malibu Employment Application must be submitted to Personnel Services, Malibu City Hall, 23815 Stuart Ranch Road, Malibu, CA 90265. This position is open until filled. *Fax copies of applications are not accepted. Resumes are not accepted in lieu of application.*

General Description: Under general supervision of the Recreation Supervisor and Parks and Recreation Director, the Recreation Assistant assists in the planning, coordination and implementation of recreation programs and activities at local parks and recreation facilities.

Responsibilities and Duties: The Recreation Assistant assists in the operation of recreation and parks facilities and assists in the development and coordination of assigned youth, adult and senior recreation programs and activities; works with individuals relating to recreation programs and activities; works with community volunteers; represents the park and recreation interests of the City; and performs other related work as assigned. The City of Malibu is committed to providing community services in a professional manner with a strong emphasis on sensitive and positive interaction with the public. The Recreation Assistant is expected to provide staff services in such a manner.

Qualifications: The Recreation Assistant should have good working knowledge of recreation and parks facility operation and municipal recreation program development and implementation concepts, principles and practices. The Recreation Assistant should have the ability to write and communicate effectively, organize individuals participating in recreation programs, organize and prioritize a variety of tasks and projects, understand and follow instructions and directives, and respond to requests for service and general recreation questions in a timely manner. The Recreation Assistant should also have the ability to coordinate various activities at one time and maintain positive cooperative working relations with others. In addition, the Recreation Assistant should be creative, well organized, energetic and outgoing.

Education and Experience: Completion of High School Diploma or equivalent is desirable. Prior experience assisting in leadership of recreation programs, the coordination and support of recreation programs and activities, supervision of children, and office work either paid or volunteer may be helpful.

Licenses and Certifications: American Red Cross Community First Aid and Safety